

Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive for Personnel & Administration

DATE: 19 March 1947

FROM : Chief, Security Division

25X1A

SUBJECT: Administrative Order ☐

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In accordance with instructions from ☐ the following changes and additions to CIG Administrative Order ☐, subject: "Policy on Clearance of Personnel for Duties with the Central Intelligence Group", dated 25 October 1946, are submitted for your consideration:

a. Sub-paragraph 2a

The phrase "immediate family or next of kin" should be defined. It is the opinion of the undersigned that this phrase should be defined as meaning spouse, parents, or parents-in-law, brothers or sisters, brothers or sisters-in-law, and sons and daughters to include in-laws. Uncles, aunts, cousins and grandparents should not be considered as next of kin unless there is an indication that Subject (applicant) resides with or is very close to such relatives.

Discussion - This phrase should be clarified due to the fact that there is usually considerable confusion in processing cases where any near relative is subject to a foreign power or resides outside the U. S.

b. Paragraph 4

Ten years honorable Government service should not be used as a basis for clearance of an individual for duties with the Central Intelligence Group except in the case of high-ranking officials, and then, only upon the specific approval of the Director of Central Intelligence.

Discussion - No investigation is required in many Government agencies and oftentimes personnel records reveal nothing regarding character and loyalty of an employee. Therefore, an applicant could be a Communist or possess any number of undesirable characteristics and this not be revealed in a personnel file. In view of this fact, and in view of the fact that considerable time is often required for checking personnel files to determine whether or not service was honorable, it is recommended that only high-ranking officials be considered for clearance on this basis. High-ranking officials should be defined.

c. Paragraph 5

This sentence should be added to Paragraph 5: "This written statement will constitute only a provisional clearance for immediate employment, pending completion of full investigation."

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